

VIDEO & CD TRAINING INVENTORY

TITLE	DESCRIPTION
ACCEPTABLE USE OF THE INTERNET	MANDATORY - CD e-Learning
THE ABILENE PARADOX	Learn why group "consensus" is NOT always what it appears to be. Help inspire group members to voice their true opinions and prevent incorrect group decisions. 28 minutes
BACK TO BASICS (194)	Four out of five Americans will have back problems. Avoid back problems caused by improperly lifting, pulling, pushing, bending or twisting heavy or awkward objects. This video shows what can cause back injuries and how you can avoid them. Tone: Actuality
BACK SAFETY: Lift Well, Live Well	14 minute safety video
BEAT THE HEAT - Preventing and Treating Heat Disorders	17:00 minute safety video
DEALING WITH DOGGIE DANGERS (172)	Many jobs require you to be on a homeowner's property. There may be an animal ready to defend its territory. Go on an "urban safari" to learn how you can reduce the chance of attack and get advice on what to do if you're dogged by dogs. Tone: Humorous
DRIVING DEFENSIVELY I (120)	Don't become blind to the dangers of your daily driving. Carelessness and overconfidence can wreck your auto and your life - presume the worst. This video provides helpful hints on driving defensively and avoiding costly and dangerous accidents on the road. Tone: Actuality
DRIVING DEFENSIVELY II (136)	Tips on how driving defensively prevents accidents. This video is a reminder of dangers in daily driving routines and offers defensive driving principles. Tone: Actuality
FISH - Catch the Energy	Imagine a workplace where everyone chooses to bring energy, passion and positive attitude with them each day. FISH is a tool to help you lead people toward creating this environment.
FISH STICKS - Keeping the Vision Alive	How can an organization keep from losing sight of its vision? FISH STICKS takes you to a workplace where every employee assumes personal responsibility for maintaining the company's vision of service, passion and fun from moment to moment.
HARASSEMENT PREVENTION FOR EMPLOYEES	MANDATORY FOR ALL EMPLOYEES - CD e-Learning
HARASSEMENT PREVENTION FOR MANAGERS	MANDATORY FOR ALL SUPERVISORS - CD e-Learning
HOODS UNDER THE HOOD (135)	Vigilant auto repairmen working for an insurance company help drivers properly maintain their vehicles to safety standard. An engaging look at what you can do to save lives by properly maintaining your vehicles on and off the job. Tone: Humorous
KNIVES AND BOXCUTTERS (219)	Knives disable more people than any other hand tool. Learn to sharpen your skills safely - when using knives and boxcutter. Tips are offered for using knives and boxcutters safely. Tone: Actuality
LADDER SAFETY (006)	Used incorrectly, a ladder can be one of the most dangerous tools in the workplace. By applying common sense and a few simple guidelines, using ladders can be both safe and effective. Tone: Drama

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LIFTING - A NEW WAY TO LIFT	18:00 minute safety video
LIGHTER SIDE OF LIFTING	Informative video into the proper techniques and common sense to lifting.
LOCK OUT/ TAG OUT (216) (Hazardous Energy Sources)	To protect workers, equipment scheduled for maintenance needs to be "Locked Out" and /or "Tagged Out" so that it will not operate. A proper lockout/tagout program can prevent injuries from occurring. Tone: Drama
OFFICE SAFETY PERSONAL WORKSPACE (247)	Clutter is dangerous. Stacks of paper, boxes, trash and other items can be fire hazards. This video illustrates the importance of keeping an orderly work area and keeping hazards at a minimum. Tone: Humorous
PERMIT REQUIRED CONFINED SPACE (208)	Outer space may be the final frontier, but confined space is a more immediate mystery - and potential hazard - for most of us. This video identifies the different types of confined spaces, conditions as well as OSHA requirements. Tone: Actuality
PRO-ACTIVE SAFETY ATTITUDES: Looking Out For Number One	19:00 minute safety video
PRO-ACTIVE SAFETY (275)	Many people take a "re-active" approach to safety which is like "closing the barn door once it's already too late". Pro-Active safety puts you in charge of you own destiny. This video offers a step-by-step program for getting started with Pro-active Safety. Tone: Actuality
SAFETY ATTITUDES: Food for Thought	15:00 safety video
SAFETYMAN CHAPTER 1 (132) Falls	Thirteen and a half million people are injured in falls each year and over 14,000 die as a result. This video covers safety tips the worker should follow to help prevent fall accidents using a parody of old movie serials and the character, Safetyman. Tone: Humorous
SAFETYMAN CHAPTER 2 (134) Back Trouble	Eighty percent of all workers will experience lower back pain at some time in their lives. In this video safety tips that workers should follow to help prevent back injuries are offered. This is the second in a series that parodies the old movie serials. Tone: Humorous
SEXUAL HARASSMENT: <i>An Employee's Responsibility</i> Awareness, Perception & Prevention	Employees will learn that eliminating sexual harassment from the work-Place is a matter of: <u>Awareness</u> - awareness of what sexual harassment is, not only the legal definitions but specific actions; <u>Perception</u> - what is perceived as acceptable by one person may not be by another; and <u>Prevention</u> - prevention means understanding that any kind of sexually suggestive behavior is unacceptable and will not be tolerated in the workplace. Tone: Actuality
SEXUAL HARASSMENT: <i>A Manager's Responsibility</i> Awareness, Perception & Prevention	Managers will learn that preventing and promptly correcting sexual harassment is a matter of: <u>Awareness</u> - awareness of what sexual harassment is, not only the legal definitions but specific actions <u>Perception</u> - what is perceived as acceptable by one person may not be by another <u>Prevention</u> - prevention means zero tolerance for any kind of sexually suggestive behavior and taking immediate and effective action whenever management sees, hears or is told of this kind of behavior. Tone: Actuality

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YOU NEED TO KNOW: <i>SEXUAL HARASSMENT IS ILLEGAL</i>	This video will leave no doubt about your organization's stand on sexual harassment in the workplace. The Supreme Court has indicated that having a sexual harassment policy is not enough; it must be clearly communicated and understood! Employees will know that: Sexual harassment is inappropriate, offensive and illegal. It will not be tolerated and retaliation is prohibited. Tone: Actuality
SELF-DISCIPLINE & EMOTIONAL CONTROL	With these audiocassettes you will get a powerful psychological system to change your negative behaviors <i>permanently</i> . Set includes 4 tapes and a workbook. Approx. 4 hrs. long
SELF-HELP FOR BACK PAIN (020)	Understanding how back pain occurs goes a long way toward prevention. Preventive methods and pain relief exercises are shown. Tone: Actuality
SILENCE OF THE SLAMS (189) Motivational	Sal is the most unsafe crook in America. Will this guy wise up . . . or be sent to the chair at prison for the criminally unsafe. Tone: Humorous
STATIC ELECTRICITY (151)	Static electricity can be a real problem. Solid tips are offered on how to reduce the incidence of static electricity sparks - their resultant damage. Some of the problems that static electricity can cause are seen through a 1940's newsreel format. Tone: Actuality
UP IN SMOKE (005) Flammable Liquids	Handled improperly, flammable liquids spell disaster. This video demonstrates the common mistakes and the proper handling of flammable liquids. Tone: Actuality
VIOLENCE IN THE WORKPLACE (271)	Violence in the workplace is on the rise. Be aware of stresses that might push a co-worker over the edge. Precautions include recognizing the potential for violence, and knowing what to do in the event of an attack. Tone: Graphic
WINTER DRIVING (203)	What if you lose control of your car, or get stuck in a snowdrift? This video has tips for dealing with winter hazards. Tone: Actuality
WORKPLACE VIOLENCE PREVENTION FOR EMPLOYEES - CD	e-Learning
WORKPLACE VIOLENCE PREVENTION FOR MANAGERS - CD	e-Learning
WORKER'S ENEMY NUMBER ONE (019) Backs	Forty percent of all work related injuries involve the back. This video explains how to avoid back injury through a few common sense practices. Tone: Drama
WORKSTATION ERGNOMICS PART 2 (282)	A Cumulative Trauma Disorder (CTD) is the result of wear and tear on tendons, muscles and nerves. Computer users are very susceptible; reduce risks of injury by using the right equipment, correct typing techniques and good work habits. Tone: Actuality/Parody
HOW TO DEAL WITH DIFFICULT PEOPLE VOL. 1 Career Track Publications	This program takes a long, hard and often lighthearted look at what you can do to deal with the people who seem to delight in making your life miserable. Learn to co-exist with all kinds of difficult people -- from know-it-alls to bullies, backstabbers and more -- and free yourself from their grip. Tone: Humorous
HOW TO DEAL WITH DIFFICULT PEOPLE VOL. 2 Career Track Publications	This continuation of "How to Deal with Difficult People" you'll take your understanding of difficult people and put it to work. You'll learn how to apply your new skills to deal - get results - with <i>chronic</i> problem people. The entertaining skits will show you 11 types of difficult people in action - and you'll discover how to "put them in their places." Tone: Humorous
WORK SMART: How to Get Along, Get	

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Noticed, and <i>Get Ahead</i>	
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